



**Volunteer Application**  
**for**  
**Edwin B. Forsythe National Wildlife Refuge**  
**PO Box 72, Great Creek Road, Oceanville, NJ 08231**  
**609-652-1665**



Today's Date:

(Please type or print)

Revised 1/05

1. Name (Last, First, Middle):

2. Birth Date (optional):

3. Phone(s): (    )    -

Email:

4. Street Address and/or P.O. Box:

5. City, State, and Zip Code:

6. Social Security Number:

Please check the volunteer position you are interested in:

7. ☐ **FIELD MAINTENANCE VOLUNTEER** - Please check your primary areas of interest:

☐ Maintenance/Construction. Assists the Maintenance Staff in carpentry, plumbing, painting, grounds keeping, and other construction and labor tasks.

☐ Heavy Equipment Operator: Operates diverse equipment such as dozers, farm tractors, excavators, loaders, ditch witch, Bobcat, rollers, dump trucks, water trucks, etc. depending on season and projects.

☐ Automotive/Heavy Equipment Mechanics Assistant. Assists the Automotive Mechanic in servicing and maintaining the refuge vehicles and heavy equipment.

8. ☐ **SERVICES MAINTENANCE VOLUNTEER/NATURALIST** - Maintenance of Visitor Center, restrooms, tour loop, trails; check/clean restrooms; check/repair signs; minor deck repairs; landscape work. In spare time, staff observation decks and interact with public.

9. ☐ **VISITOR SERVICE VOLUNTEER** - You will be trained to perform some or all of the following Visitor Services. Special Note: When possible, you will be assigned to duties in your primary areas of interest. However, this in no way implies that you will only be assigned to those duties. Please check your primary areas of interest.

☐ Staff the Friends of Forsythe Gift Shop

☐ Naturalist Guide for group tours of all ages

☐ Roving Naturalist - nature interpretation for visitors on Tour Loop and observation decks

☐ Present nature and outreach programs at schools

☐ Conduct nature/birding workshops

(continued on next page)

(Visitor Services Volunteer Continued)

- ☐ Puppeteer for award winning, endangered species puppet show, "At the Refuge"
- ☐ Conduct refuge orientations for Visitor Center groups
- ☐ Assist with special events including festivals and celebrations
- ☐ Perform office duties including typing, word processing, filing, and answering phones
- ☐ Light cleaning and maintenance of Visitor Center and restrooms
- ☐ Landscape work including light maintenance at headquarters such as mowing, trimming, weeding, watering, and maintenance of watering system.
- ☐ Maintenance of Tour Loop and trails - pick up trash, check and repair signs, light repairs to Observation decks
- ☐ Clean interior/exterior, refuel, check oil, tires, etc. of public-use vehicles.
- ☐ YES, I understand that I will be expected to perform any of the services listed above as needed, within my physical limitations (please list limitations in Section #16).

9A. Visitor Services Volunteers may also be asked to work on special projects. Please check the areas that interest you:

- ☐ *Volunteer Logistics Coordinator* - meet with potential volunteers to explain volunteer opportunities and benefits; orient new volunteers; assist the Outdoor Recreation Planner with public relations and special events; coordinate volunteer logistics; maintain volunteer statistics
- ☐ *Artist* - design and illustrate brochures, flyers, guides, teaching packets, and interpretive signs
- ☐ *Interpretive Writer* - write text for brochures, flyers, guides, interpretive signs and other publications; research information for accurate descriptions; provide direction for conceptual design of educational nature guides and teaching handbooks
- ☐ *Marketing Specialist* - generate ongoing public relations including news releases, ad layout and design, community contact, etc. regarding the importance of the Refuge, special programs, festivals and other events
- ☐ *Merchandising Assistant* - assist Friends of Forsythe in coordinating duties related to the Visitor Center's book and gift shop
- ☐ *Fee Coordinator* - prepare fee booth money boxes, count fees and post in ledger
- ☐ *Computer Specialist* - prepare forms, graphs, brochures, flyers, posters, etc.
- ☐ *Environmental Educator* - assist with educational activities and programs; provide assistance in training educators in the use of the Center; assist educators in outdoor educational activities, and assist in planning and providing additional programs for educators and students.

10. Please write a brief statement regarding your experience/ education/ skills/ talent and/or the reasons for your interest in each of the volunteer positions that you checked in #7, #8, and #9/9A:

---

---

---

---

---

---

11. Anything else that you would like to share, such as past work history, hobbies, interests, or education?

---

---

---

---

12. If you have computer skills, please describe:

---

---

---

13. Would you prefer to work:

☐ indoors

☐ independently

☐ outdoors

☐ on a team

☐ both

☐ both

14. Do you have a valid driver's license?

☐ yes

☐ no

State: \_\_\_\_\_

15. Vehicle Information:

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Vehicle license number \_\_\_\_\_ State \_\_\_\_\_

16. Please specify any physical limitations that may influence your volunteer work activities:

17. Dates that you are available: From \_\_\_\_\_ to \_\_\_\_\_

During this time frame, list any dates you expect to be unavailable (holidays, family obligations, etc.).

18. Which days of the week would be available? (check)

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

19. Please list your last two supervisors (paid or volunteer work)

Name and Title	Address	Phone (    )
		(    )

#### Notice to Volunteer

Volunteers are not considered to be Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefits. However, volunteer service is credible work experience.

#### Privacy Act Statement

The following information is provided to comply with the Privacy Act (PL 93-579). 5 U.S.C. 301 and 7 CFR 260 authorize acceptance of the information requested on this form. The data will be used to contact applicants and to interview, screen, and select them for volunteer assignments. Furnishing this data is voluntary.

20. Comments:

21. Signature (sign in ink): \_\_\_\_\_ Date \_\_\_\_\_